

INCIDENT MANAGEMENT COMMITTEE

For San Mateo County

February 22, 2007
1:00 – 2:00pm

1250 San Carlos Ave.,
4th Floor “Dining Room”
San Carlos, CA
(Parking behind building)

AGENDA

- I. Introductions
- II. Approval of Minutes from December 20, 2006
- III. Approval for recommendation of consultant for the Incident Management – Alternative Route Plan project
- IV. Next Steps & Schedule for 2007
- V. Other

Incident Management Committee

Name		Agency	Email	Phone
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John	Hoang	C/CAG	jhoang@co.sanmateo.ca.us	650-363-4105
Richard	Napier	C/CAG	rn timer@co.sanmateo.ca.us	650-599-1420
Sandy	Wong	C/CAG	slwong@co.sanmateo.ca.us	650 599-1409

Incident Management Committee Meeting Minutes

December 20, 2006

Attendees:

Augustine Chou (Burlingame)
Chip Taylor (Menlo Park)
Gary Heap (San Mateo)
Matt Otterby (CHP)
Richard Napier (C/CAG)
John Hoang (C/CAG)

Barry Loo (Caltrans – Traffic Mgmt.)
Dan Belville (San Mateo Fire Dept)
Matt Martell (Foster City Police Dept)
Shirley Chan (Daly City)
Sandy Wong (C/CAG)

Discussion Items:

Review of selected Alternative Routes for US 101

- It was indicated that since the last meeting in September staff has been meeting with most cities individually to identify and confirm the alternative routes. The latest draft of all alternative routes, both NB & SB along US101 was handed out at the meeting (attached) for general review. It was noted that this is still a work in progress and there may still be errors and changes that will need to be made (e.g., labeling, selecting different streets).

Review of the draft Incident Management – Alternative Route Plan RFP & Plan Development

- The group provided the following comments and suggestions:
 - Add a task to have consultant identify grant and funding opportunities for capital improvements
 - For the training program, request consultant to lay out plan of how they will implement the training
 - Have the consultant provide options and solutions for larger scaled incidents (i.e., evacuations from high density event areas and venues such as Monster Park, SFO, others)
 - Identify what resources are currently in place (e.g., equipment) and what we need to do on a local, Countywide, and larger regional scale including OES
 - Consider the final product in an electronic format that is easily accessible and useable in addition to hard copy paper formats (e.g., field manuals, resources, reference, guides)
 - Add a task to have consultant provide next steps and framework of where to go (e.g., expand to regional, etc) *Note: check to see if MTC has an evacuation plan in place.*
 - Identify how the Incident Management, once implemented, can be maintained and updated (i.e., annually, semi-annually, etc)
 - Suggestion that a subgroup be established to review the proposals received for the Alternative Route project. The propose group will include the following members:
 - Matt Martell (Foster City PD), Caltrans (tbd), a city PW staff (tbd), and a C/CAG staff (tbd)

Other Items

- Recommendations to bring activities of this Incident Management Committee to the attention of the City Managers (contact Clay Holstine – City Manager for Brisbane), Fire, and Police groups, City/County Engineers Association
- Suggest generating and distributing quarterly reports as information to agencies and others
- Update the Committee Meeting list/attendance sheet to include all cities (e.g., police, fire, public works) and agencies that are involved in the planning process.

Action Items/Next Steps:

- C/CAG to update the draft RFP with comments received from the group and will release the RFP. Staff will set up a proposal review and selection process.

Next Meeting:

- To be announced.